



GAFOOR PC
Doha, Qatar

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DESIGNATION: DOCUMENT CONTROLLER

Around 5+ years of work experience.

A job that offers opportunities for growth and development wherein I can use my top potentials and skills to contribute for the success of the company. Proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems. Easy going by nature and able to get along with both work colleagues and senior managers.

If given a chance, I will undertake any challenging position and utilize my skills and abilities for the betterment of the Organization and self.



PERSONAL INFORMATION:

NAME	:	GAFOOR PC
DATE OF BIRTH	:	24/03/1989
NATIONALITY	:	INDIAN
PASSPORT NO	:	S9831147
VISA STATUS	:	TRANSFERABLE VISA
MARITAL STATUS	:	MARRIED
LANGUAGES	:	ENGLISH, ARABIC, MALAYALAM & HINDI



ACCADEMIC QUALIFICATION:

B.A Sociology (Bachelor Degree in Arts) – Kerala, India
University: Calicut

Higher Secondary School leaving certificate
University: (Board of Higher Secondary Examination Govt. of Kerala)

Secondary school leaving certificates

Institute : G.H.S.S Kuttiady (Calicut- Kerala)

CAREER HIGHLIGHTS

TECHNICAL QUALIFICATION:

- Diploma in Computer Application (MICROSOFT OFFICE)
- Operating Systems - Windows '98 ,Windows XP and Windows latest versions
- Diploma in Digital Imaging
- Office Automation And DTP
- AUTO CAD
- REVIT

Software / Applications: ACONIX & EBA

doğuş

İNSAAT VE TİCARET A.Ş.

PROFESSIONAL EXPERIENCE: 2

2015 - Present – (DOCUMENT CONTROLLER)

CONSTRUCTION & EXPANSION OF AL RAYYAN ROAD PROJECT DOGUS ONUR JV

- Maintenance of controlled Document Register.
- Registering of internal and external Documents.
- Allocates and controls the Document numbering system for the site work.
- Develop and maintain the Document Management System.
- Receive, log and distribute all incoming Correspondences & Technical Transmittals.
- Manage all flows of documents either in electronic form or on paper support.

- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving).
- Maintain and manage electronic and hard copy documents as required.
- Process incoming documentation (registration in the DMS, internal distribution, archiving).
- Maintaining a tracking facility to enable documents to be updated easily.
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties).

KBR-Share point –documents downloading, lesson learned

Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)

- Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required

Monitor technical documents review and approval in accordance with agreed schedule

- Establish & Maintain the Master Document Register in Cooperation with project Team.
- Checking & Collection of obsolete Engineering Drawings for disposal to ensure the latest revision of Drawings are in use.

EXPERIENCE:

2013 – 2015

Admin officer

- provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for Managing Director
- Assist in resolving any administrative problems

- Run company's errands to post office and office supply store
- Answer calls from customers regarding their inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Maintain office supplies for department

HR Officer

2012 – 2013 (BIG LEAP SOLUTION PVT LTD)

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.

I under Signed certify that to the best of my knowledge & belief these curriculum vitae correctly describe my Qualifications and my Experience.

Yours faithfully

GAFOOR PC